

Submitting Yearly Claims in Online Services

The Wisconsin School Day Milk Program (WSDMP) and the Elderly Nutrition Program (EN) claims are yearly claims and must be submitted via DPI Online Services by August 31 annually.

Wisconsin School Day Milk Program (WSDMP)

The WSDMP was created by the Wisconsin Legislature to reimburse schools for the milk (juice) served at a milk break to pre-kindergarten through grade 5 students who are eligible for free or reduced price meals. Only one half-pint of milk (or daily unit of juice) may be claimed per eligible student per school day. By state law, no charge can be made to students who are eligible for free/reduced price meals, who receive milk/juice under the WSDMP. Milk/juice served to (paid) students at the milk break in grades pre-K through 5, and students in grades 6-12, is not eligible for reimbursement. If milk served to students is claimed under the federal Special Milk Program (SMP), it may not be claimed under the WSDMP.

A claim for juice can be made only if it was served as a substitute for milk to an eligible student, with written documentation on file from a physician that the individual student's condition prohibits the consumption of milk.

Public Schools Using Wisconsin Uniform Financial Accounting Requirements (WUFAR): The WSDMP has been assigned Revenue Source Code 617, Program/Project Code 544. Sites for which milk is being claimed under this program must be indicated on Schedule A of the current school year's approved contract. If the contract does not indicate the SFA is sponsoring the WSDMP, your claim will not be processed. A base paper contract must be submitted to DPI when adding WSDMP to your contract for the first time.

Milk Served to Free – Reduced Students

Enter the total number of half-pints of milk served during milk break to eligible free and reduced price students during the entire July 1-June 30 school year. *Claims must be supported by daily participation records on file.*

Juice Served to Free – Reduced Students

Enter total number of substitute juice units served during milk break to eligible free and reduced price students during entire July 1-June 30 school year.

Schools Cost Per Half Pint of Milk

Enter your school's cost (to four decimal places) per half-pint of WSDMP milk. Documentation must be maintained to support this reported cost. This cost will be multiplied by the number of half-pints of milk reported in box 83 to obtain your school's claimed amount of state WSDMP aid, before prorating (if necessary) the annual aid payment. Consider a reasonable amount for program. For example, if your school serves only 1% milk for the milk break, your cost per half-pint of 1% milk is more reasonable than the average cost per half-pint of all types of milk served as a component of the NSL program.

School's Cost Per Unit of Juice

Enter your school's cost (to four decimal places) per unit for WSDMP substitute juice.

Preparer Name and Telephone Number

Enter the name of the person who enters the claim and phone number where they can be reached if there are questions.

Entering a WSDMP Claim

1. Once you have prepared your claim information and logged into Online Services, select *School Nutrition Program* from the menu bar.



2. Select *State Programs' Annual Claim & Reporting*.



3. Select *Wisconsin School Day Milk Program* from the menu bar



4. Select *Enter Claim* from the menu bar.



5. Enter **participation data** on *Enter Claim* screen. Because this is an annual claim, the only month option is June. Please select the correct year. When finished entering the information, enter the preparer's name and telephone number. When the claim is completely filled out, click on the *Submit* button. Enter "0" (zeros) in the fields that do not apply. *Do NOT use commas when entering numbers.*

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Other Services Logout

Home Wisconsin School Day Milk Program Enter Claim

Annual Wisconsin School Day Milk Program Pre-K to Grade 5
[Participation Reimbursement Information]

Claim Date: Month Year 2017

*Do NOT use commas while entering numbers.

Milk Served to Free - Reduced Students: May not claim milk served during lunch and breakfast.

Juice Served to Free - Reduced Students:

School's Cost per 1/2 Pint of Milk: \$

School's Cost Per Unit of Juice: \$

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that milk and juice claimed were served only to students in Pre-Kindergarten through grade 5 who are eligible for free or reduced price meals. Only one half-pint of milk or juice per eligible student is claimed per school day. Milk claimed was not served during lunch or breakfast meal periods. Milk claimed under the Wisconsin School Day Milk Program was not also claimed under the federal Special Milk Program. I acknowledge that this claim is true, correct, and in accordance with the terms of the existing agreement, that records are available to support this claim, that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program.

Preparer Name and Telephone No.: Submit

Modifying a WSDMP Claim

1. Select *Modify Claim* from the menu bar.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Other Services Logout

Home State Programs' Annual Claim & Reporting Wisconsin School Day Milk Program Enter Claim Modify Claim View-Print Claim

2. After entering a claim for reimbursement, SFAs may modify the claim until the time the claim is processed by DPI. After a claim is in Paid status, it CANNOT be modified online. Submit this corrected claim by fax or email to the attention of Jacqueline Jordee, fax 608-267-9207; email Jacqueline.jordee@dpi.wi.gov.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Other Services Logout

Home Wisconsin School Day Milk Program Modify Claim

Annual Wisconsin School Day Milk Program Pre-K to Grade 5
[Modify - Participation Reimbursement Information]

102226 - Granton Area School District

Claim Date: 2013-06-01 [YYYY-MM-DD]

*Do NOT use commas while entering numbers.

Milk Served to Free - Reduced Students: 9458 May not claim milk served during lunch and breakfast.

Juice Served to Free - Reduced Students: 0

School's Cost per 1/2 Pint of Milk: \$0.23

School's Cost Per Unit of Juice: \$0.0

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that milk and juice claimed were served only to students in Pre-Kindergarten through grade 5 who are eligible for free or reduced price meals. Only one half-pint of milk or juice per eligible student is claimed per school day. Milk claimed was not served during lunch or breakfast meal periods. Milk claimed under the Wisconsin School Day Milk Program was not also claimed under the federal Special Milk Program. I acknowledge that this claim is true, correct, and in accordance with the terms of the existing agreement, that records are available to support this claim, that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program.

Preparer Name and Telephone No.: Christine White 715-238-7292 Submit

View-Print a WSDMP Claim

1. Select *View-Print Claim* from the menu bar. A claim may be viewed and/or printed after it has been submitted to DPI. The claim does not have to be processed to be viewed.



2. Select the date claim month (June) and year from the drop down list box and click the *Search* button.

The screenshot shows the search form on the Wisconsin Department of Public Instruction website. The search criteria are set to June 2017. The 'SEARCH' button is visible.

4. If a claim is found for the given criteria it will appear below the Claim Type. Click the hyperlink to view the full claim information.

The screenshot shows the search results page on the Wisconsin Department of Public Instruction website. The 'View-Print Claim' link is circled in red.

4. This information is not modifiable. You can print the claim by clicking the print button of your browser. If required, use the *Back* button to view more claims.

The screenshot shows the full claim information page on the Wisconsin Department of Public Instruction website. The 'BACK' button is circled in red.

Participation Information	# of Students/Costs	Payment Information	Amount
Milk Served to Free - Reduced Students:	96,283	Payment Based on Meals	\$17,562.01
Juice Served to Free - Reduced Students:	0	Actual Amount Paid	\$7,324.32
School's Cost per 1/2 Pint of Milk:	\$0.1824	Voucher No.:	31460
School's Cost Per Unit of Juice:	\$0.0	Payment Processed Date:	02/26/2013
		Claim Submitted On	10/01/2012
		Claim Status	New (Paid)

[CERTIFICATION]
I HEREBY CERTIFY to the best of my knowledge that milk and juice claimed were served only to students in Pre-Kindergarten through grade 5 who are eligible for free or reduced price meals. Only one half-pint of milk or juice per eligible student is claimed per school day. Milk claimed was not served during lunch or breakfast meal periods. Milk claimed under the Wisconsin School Day Milk Program was not also claimed under the federal Special Milk Program. I acknowledge that this claim is true, correct, and in accordance with the terms of the existing agreement; that records are available to support this claim; that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program.
Preparer Name and Telephone No.: Cindy Gossett 262-359-7767

Elderly Nutrition (EN) Improvement Program

The EN program was created by the Wisconsin Legislature to subsidize schools who wish to serve a noontime meal to the community's elderly citizens. The state's EN program reimburses school sponsors for 15 percent of the actual annual cost of serving an EN lunch, to a maximum of 50 cents per meal. Since the state aid amount is based on claimed cost, it is important that you report an accurate cost amount. Only persons 60 years of age or older, and their spouses of any age, are eligible for this program.

Public Schools Using WUFAR: We require that the EN Program be operated under Fund 50. EN has been assigned Revenue Source Code 617, Program/Project Code 545. The annual revenues and expenditures must be reported in the *A la Carte*, *WSDMP*, *SMP*, *EN* column on the annual financial report.

Sites for which meals are being claimed must be indicated on Schedule A of the current school year's approved online contract. If the online contract does not indicate the SFA is sponsoring the EN Program, your claim will not be processed. We also need a paper based contract for you to add the program to your SFA.

Entering an EN Improvement Program Claim

1. Select School Nutrition Program from the menu bar.



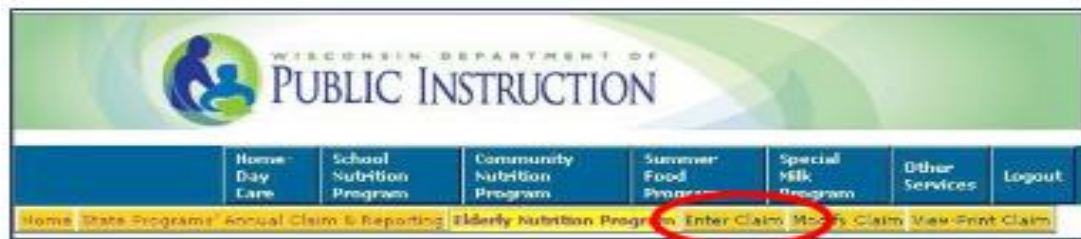
2. Select *State Programs' Annual Claim & Reporting*.



3. Select *Elderly Nutrition Program* from the menu bar.



4. Select *Enter Claim* from the menu bar.



5. Enter **total lunches served** on *Enter Claim* screen, as well as **total expenditures**. Because this is an annual claim, the only month option is June. Please select the correct year. When finished entering the information, enter the preparer's name and telephone number. When the claim is completely filled out, click on the "Submit" button. Enter "0" (zeros) in the fields that do not apply. *Do NOT use commas when entering numbers*

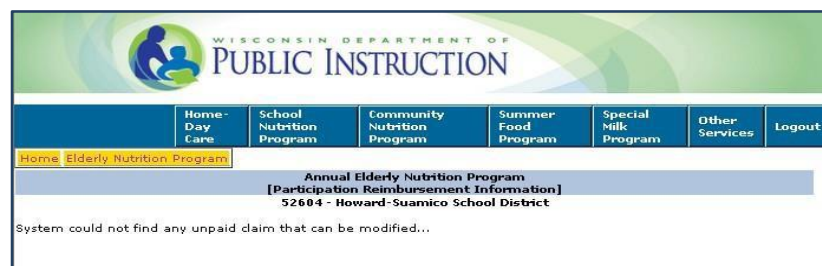
The screenshot shows the 'Annual Elderly Nutrition Program' claim entry form. The form has a header with the Wisconsin Department of Public Instruction logo. Below the header is a navigation bar with links for Home, Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, Special Milk Program, Other Services, and Logout. The main content area is titled 'Annual Elderly Nutrition Program [Participation Reimbursement Information]'. It contains fields for 'Claim Date' (Month and Year), 'Total Lunches', and 'Total Expenditures'. A certification statement is provided, followed by a 'Submit' button.

Modifying an EN Improvement Program Claim

6. Select *Modify Claim* from the menu bar.



After entering a claim for reimbursement, SFAs may modify the claim until the time the claim is processed by DPI. After a claim is in Paid status, it CANNOT be modified online. Submit this corrected claim by fax or email to the attention of Jacqueline Jordee, fax 608-267-9207; email Jacqueline.jordee@dpi.wi.gov. If you have questions, contact Jacque at 608-267-9134



View-Print an EN Improvement Program Claim

1. Select *View-Print Claim* from the menu bar. A claim may be viewed and/or printed after it has been submitted to DPI. The claim does not have to be processed to be viewed.



2. Select the date claim month (June) and year from the drop down list box and click the *Search*. If a claim is found for the given criteria, it will appear below *Claim Type*. Click the hyperlink to view the full claim information.

The screenshot shows the 'Annual Elderly Nutrition Program' search form. The 'View-Print Claim' link is circled in red. Below the search form, the 'Claim Type' and 'Date Submitted' are displayed as 'New (Paid)' and '07/04/2012' respectively.

3. This information is not modifiable. You can print the claim by clicking the print button of your browser. If required, use the "Back" button to view more claims.

The screenshot shows the 'Annual Elderly Nutrition Program' claim details page. The 'BACK' button is circled in red. The page displays the following information:

Annual Elderly Nutrition Program
[View - Participation Reimbursement Information]

Date Claim: 06/01/2012

Participation Information	# of Students/Costs	Payment Information	Amount
Total Lunches:	2,789	Payment Based on Meals	\$1,394.50
Total Expenditures:	\$13821.18	Actual Amount Paid	\$1,394.50
		Voucher No.:	31456
		Payment Processed Date:	02/26/2013
		Claim Submitted On	07/04/2012
		Claim Status	New (Paid)

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an overclaim and may result in the withholding of payments, suspension, or termination of the program. Preparer Name and Telephone No.: Diane Kruger 608-25-5116 x 01

BACK

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-

3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence
Avenue, SW
Washington, D.C.
20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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